

# Retention and Classification Report

**Agency:** Board of Education (324)

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**Records Officer** Benjamin Rasmussen

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10657	Alcohol, tobacco, and drug reports
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**AGENCY:** Board of Education

**SERIES:** 10671

3

**TITLE:** Adult Education Basic Skills Task Force reports

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Holdings: Arithmetic Computation; Writing Skills

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education

**SERIES:** 10657

3

**TITLE:** Alcohol, tobacco, and drug reports

**DATES:** 1939-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports pertaining to the effects of alcohol, tobacco and drugs; federally and state funded drug abuse projects and drug and alcohol testing policies and procedures.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/24/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Disposition based on the value of these reports in documenting the effects of alcohol, tobacco and drugs; and drug and alcohol testing policies and procedures.

**AGENCY:** Board of Education

**SERIES:** 10657

**TITLE:** Alcohol, tobacco, and drug reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 3269

3

**TITLE:** Budget and appropriation requests

**DATES:** 1967-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains budget estimates and justifications prepared or consolidated by budget offices. The reports contain information pertaining to appropriation language sheets, narrative statements, workload/expansion plans and related schedules and data.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 7.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting the Board's achievements, policies, procedures, and function.

**AGENCY:** Board of Education

**SERIES:** 3269

**TITLE:** Budget and appropriation requests

(continued)

**PRIMARY CLASSIFICATION:**

Public Including the 18 personal data elements identified by the  
State Records Committee

**SECONDARY CLASSIFICATION(S):**

Private. Schedule Six planning report (described in Schedule 10, Item  
21)

**AGENCY:** Board of Education

**SERIES:** 17699

3

**TITLE:** Central Utah vocational student records

**DATES:** Undated

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education

**SERIES:** 10728

3

**TITLE:** Core curriculum standards reports

**DATES:** 1987-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports pertaining to the standards which must be completed by all students as a requisite for graduation from Utah's secondary schools. The core curriculum represents standards of learning that are essential for all students. They are the ideas, concepts, and skills that provide a foundation on which subsequent learning may be built. The core curriculum standards are intended to occupy a major part of the school program, but not the total curriculum of a course.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08/31/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting minimal educational standards for high school students in Utah.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Board of Education

**SERIES:** 10631

3

**TITLE:** Critical issues affecting education reports

**DATES:** 1981-

**ARRANGEMENT:** Chronological, thereunder alphabetical by title.

**DESCRIPTION:**

This series contains reports produced by the Statewide Education Planning Commission. The members of the commission were appointed by the Board of Education on November 16, 1979 to identify the critical issues facing education in the 1980s and to prepare a proposed plan of action for addressing these issues. The reports contain information pertaining to a master plan, governance of public education, public involvement and participation, purpose and nature of schooling, quality staff, school facilities, school finance, and student potentialities.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting the Board's perception of the major issues facing education in Utah.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 14062

3

**TITLE:** Evening high school student records

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education

**SERIES:** 10670

3

**TITLE:** Extended year summer school statistical report

**DATES:** 1966-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports which contain statistical and financial data for the extended year and summer school program. The reports contain information pertaining to courses offered, number of staff involved, enrollment, and financial reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02/25/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

Historical

Disposition based on the value of these records in providing statistics that influence future policies and summer school programs.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 85311

3

**TITLE:** Higher Education Act of 1965, Title V reports

**DATES:** 1968-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Title V of the Higher Education Act of 1965 used grant money to recruit qualified individuals into the teaching profession. A requirement of the grant was to develop a statewide plan to further this objective and to report to the federal government on any programs funded by this act. The state plan outlines administrative and fiscal procedures, objectives of the plan and a progress report of programs operating in school districts.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/24/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the historical value of these records.

**AGENCY:** Board of Education

**SERIES:** 85311

**TITLE:** Higher Education Act of 1965, Title V reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 17691

3

**TITLE:** History of the state board of education

**DATES:** Undated

**ARRANGEMENT:**

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 10/16/2008

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

History with bibliographic citations, circa 1969

**AGENCY:** Board of Education

**SERIES:** 17691

**TITLE:** History of the state board of education

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 17732

3

**TITLE:** Ibapah Indian School correspondence

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

Resolution of the tribes of the Goshute Reservation. Resolution #66-G-23

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03/26/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

Disposition based on value of records documenting the history of the Ibapah Indian School through the correspondence. May have research value.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Board of Education

**SERIES:** 22660

1

**TITLE:** Internal audit work papers

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year, thereunder numbered sequentially

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This record series consists of internal audit work papers generated by the Internal Audit Unit. The work papers provide documented support for each audit report issued to the State Board of Education. These work papers contain significant detail which is not included in audit report, and are recalled by the auditor if a request for audit is made similar to a prior audit, or for legal or backup documentation purposes. They frequently contain protected or limited access data, including such items as personnel records, student information, confidential records of discussion, minutes of legally closed meetings, etc. Information includes name of institution being audited, date of audit, nature of issue(s) being addressed by the audit, statements, interviews, legal research, copies of applicable laws, administrative rules and policies, findings and recommendations, and protected information as described above.

**RETENTION:**

Retain 12 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 11 years and then transfer to State Archives with authority to weed.

**AGENCY:** Board of Education

**SERIES:** 22660

**TITLE:** Internal audit work papers

(continued)

**APPRAISAL:**

Administrative Historical Legal

This disposition is based on the historical value of the information contained in this record series to researchers.

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305 (5), (9), (15), (25), and (38)

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (1)(f); (1)(g); (2)(a) and R277-116-4(c)

**AGENCY:** Board of Education

**SERIES:** 14071

3

**TITLE:** Jordan Junior High School student records

**DATES:** 1921-

**ARRANGEMENT:** alphabetical by surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education

**SERIES:** 3349

3

**TITLE:** Minority education reports

**DATES:** 1968-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains bibliographies, assessments, and surveys pertaining to minority education.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

These reports document educational attainment of an important but often undocumented and overlooked group of Utah's citizens.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 1312

3

**TITLE:** Minutes

**DATES:** 1896-

**ARRANGEMENT:** Chronological by meeting date.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The State Board of Education, organized at statehood, serves to provide a uniform system of quality secondary education throughout the state. This series includes the official minutes of board meetings. The State Board of Education considers such things as budgets and distribution of education funds, contracts, program and district administration, legislative proposals and administrative rules, and licensure. These are the minutes of regular, special, and emergency meetings of official district committees, boards, and task forces. They may also include an official agenda. See Internal committee records

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 1, Item 15.

**AUTHORIZED:** 09/25/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1896 and continuing to the present. Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education

**SERIES:** 1312

**TITLE:** Minutes

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Digital image: Retain in Office permanently.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Board of Education

**SERIES:** 1368

3

**TITLE:** Minutes and supporting documents

**DATES:** 1930-

**ARRANGEMENT:** Chronological by meeting date.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The State Board of Education, organized at statehood, serves to provide a uniform system of quality secondary education throughout the state. This series includes copies of the minutes of board meetings as well as related documents and appendixes. Related documents include such things as agenda, committee reports, and correspondence. These are the minutes of regular, special, and emergency meetings of official district committees, boards, and task forces. They may also include an official agenda. See Internal committee records

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 1, Item 15.

**AUTHORIZED:** 08/20/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Compact disc: For records beginning in 1995 through 2004. Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with

**AGENCY:** Board of Education

**SERIES:** 1368

**TITLE:** Minutes and supporting documents

(continued)

authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

Minutes and supporting documents are the fundamental documentary history of the state office of education.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.



**AGENCY:** Board of Education

**SERIES:** 17687

3

**TITLE:** Publications

**DATES:** 1926-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include administrative, academic, and fiscal information; facilities; legislative action; and all other activities of the State Board of Education. Consists primarily of isolated publications not part of a more specific series.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08/25/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**AGENCY:** Board of Education

**SERIES:** 17687

**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 6377

3

**TITLE:** Rosecrest attendance records

**DATES:** undated

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION:**

Retain Permanent.

**DISPOSITION:**

.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education

**SERIES:** 84422

3

**TITLE:** School evaluative criteria manuals

**DATES:** i 1960-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains guides designed to assist school evaluation committees. There is one manual for elementary schools and another for secondary schools. Each includes a general outline for assessing the efficiency of school functions, focusing on the quality and processes of the teaching staff. Specific directions for analyzing school programs and activities provide a format for determining areas of needed improvement. They were produced by special steering committee appointed by the State Superintendent of Public Instruction. **HOLDINGS:** 1960, 1967.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 04/07/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1960 and continuing to the present. Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

These records document the decision-making process. They have research value.

**AGENCY:** Board of Education

**SERIES:** 84422

**TITLE:** School evaluative criteria manuals

(continued)

**AGENCY:** Board of Education

**SERIES:** 14063

3

**TITLE:** Student history and transfers

**DATES:** undated

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education

**SERIES:** 17698

1

**TITLE:** Student records and reports

**DATES:** 1945-

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently after microfilming.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education

**SERIES:** 412

3

**TITLE:** Superintendent's opinions

**DATES:** 1966-

**ARRANGEMENT:** Chronological by date.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The State Superintendent is required by law to issue, publish and circulate opinions to school offices on questions regarding school law. The opinions contain information pertaining to finance, personnel matters, school dress standards and student voting, etc.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12/11/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Disposition based on the historical value of these records in documenting a variety of important changes in the Utah educational system over time.



**AGENCY:** Board of Education

**SERIES:** 412

**TITLE:** Superintendent's opinions

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 17700

3

**TITLE:** Technical college scrapbook

**DATES:** 1944-1955

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

**AGENCY:** Board of Education

**SERIES:** 84435

3

**TITLE:** Utah Schools newsletter

**DATES:** 1962-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This newsletter provides news about the Department of Education and developments in the educational environment. The newsletter contains information pertaining to current programs and policies, briefs and special reports on specific programs or educators, and outlines of conferences and meetings.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 06/02/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 12954

3

**TITLE:** Utah State Education Strategic Planning Committee files

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Records created by a committee or conference, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recordings if minutes are not taken.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/17/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

**AGENCY:** Board of Education

**SERIES:** 12954

**TITLE:** Utah State Education Strategic Planning Committee files

(continued)

**PRIMARY CLASSIFICATION:**

Public